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The Potter Township Supervisors held a Public Hearing and its Regular Business Meeting on Wednesday, January 24, 2018 at the Potter Township Municipal Building. Ms. Rebecca Matsco called the meeting to order at 5:10 pm and led the Salute to the Flag.

In attendance were:

Supervisors: Rebecca Matsco, Earl Shamp and Al Cwynar

Solicitor: Mike Jones
Engineer: Dan Sell
Secretary: Linda McCoy

Visitors: Billy Winkle, Lauren Patton, Tim Wetzel, Captain Jon Hall, Terri Baumgardner, Mark

Summerville, Joe Marksteiner, Kim Evans, Sean Marksteiner

There was a Public Hearing concerning the enactment of an Ordinance for Rental Occupancy. Mr. Jones explained that there was some confusion on what was being considered for adoption. The Board of Supervisors and the Planning Commission recommend that the Ordinance only apply to reporting of renters by the property owners. Mr. will draft a new Ordinance and send it to the Board and Planning Commission for review. The Public Hearing will be continued at next month's regular meeting to be held on February 14, 2018 at 6:00PM.

MOTION: AI Cwynar SECOND: Earl Shamp MOTION CARRIED TO CONTINUE THE PUBLIC HEARING FOR AN ORDINANCE ON RENTAL OCCUPANCY AT THE NEXT REGUALR BUSINESS MEETING ON FEBRUARY 14, 2018 AT 6:00 PM.

The Regular Business meeting started at 5:17 pm.

Ms. Matsco and Mr. Shamp met with Tom Carlins regarding construction administration for a Township backup generator on Friday, January 19th at the Township building.

Ms. Matsco met with Larry Dorsch and his development partners at DCED in Pittsburgh on Friday, January 19th to discuss a grant for sewer upgrades that would support new development in Potter Township.

Ms. Matsco met with the Tank Farm Steering Committee on Tuesday, January 23rd at the Township building.

Ms. Matsco and Ms. Patton met at the Beaver County courthouse on Wednesday, January 24th to discuss the joint Agricultural Security Area that Potter has with Raccoon Township and its upcoming seven year review process.

MOTION: Earl Shamp SECOND: AL Cwynar MOTION CARRIED TO APPROVE THE MINUTES OF THE DECEMBER 13, 2017 REGULAR BUSINESS MEETING.

MOTION: AI Cwynar SECOND: Earl Shamp MOTION CARRIED TO APPROVE THE MINUTES OF THE ORGANIZATION MEETING HELD ON JANUARY 3, 2018.

CITIZENS:

Mr. Summerville asked Captain Hall if Shell could put up taller lights in the area of the Shell parking lot on Route 18 so drivers would have better visibility at night of the officers in the area directing traffic when Shell employees are leaving the lot. Captain Hall said he would look into that suggestion and also said that the officers are how wearing fluorescent jackets to help with this issue.

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

MOTION: Earl Shamp

SECOND: AL Cwynar

MOTION CARRIED

MOTION TO PASS RESOLUTION 1-2018, A RESOLUTION OF THE TOWNSHIP OF POTTER, BEAVER OCUNTY,

COMMONWEALTH OF PENNSYLVANIA APPROVING THE DISPOSITION AND RETENTION SCHEDULE OF

CERTAIN MUNICIPAL RECORDS.

This Resolution approves the disposition of 2010 records.

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MOTION: AI Cwynar SECOND: Earl Shamp MOTION CARRIED MOTION TO PASS RESOLUTION 2-2018, A RESOLUTION OF THE TOWNSHIP OF POTTER, BEAVER COUNTY, COMMONWEALTH OF PENNSYLVANIA APPOINTING LINDA MCCOY TO THE POSITION OF TOWNSHIP SECRETARY/TREASURER FOR THE TOWNSHIP OF POTTER, ESTABLISHING THE SALARY FOR HER SERVICE.

MOTION: Earl Shamp SECOND: AL Cwynar MOTION CARRIED MOTION TO APPROVE AND SIGN THE ANNUAL ESTIMATE FOR SPRAYING SERVICES FROM THE DAVEY TREE EXPERT COMPANY FOR 2018.

The estimate given this year was \$3,232.00. This is a ninety-four dollar (\$94) increase over last year.

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED MOTION TO APPOINT PHILIP FLOYD (FARMER) AND AL CWYNAR (SUPERVISOR) TO THE AG SECURITY REVIEW BOARD FOR THE SEVEN YEAR REVIEW.

This Motion is pending upon Mr. Floyd's acceptance of the appointment.

SOLICITOR'S REPORT:

There was no Solicitor's report.

ENGINEER'S REPORT:

Mr. Sell commented that he has been reviewing the Component 4-A sewage planning module submitted by LLSE.

PLANNING COMMISSION:

Ms. Patton stated that the Planning Commission has been reviewing the Component 4-A sewage planning module submitted by LLSE and they will need assistance form Mr. Jones and Mr. Sell. The Board and Ms. Patton had a discussion on the related subdivision stating that Potter has not seen it for review and comments and also have concerns on the privately owned lift station that is on Potter property. Ms. Patton asked the Board if she could reach out to the Center Twp. PC and the Board said yes. Mr. Shamp stated that he received a developer's agreement for this property – but had concerns that a separate developer's agreement may be needed for the lift station. Ms. Matsco asked Mr. Sell to visit the site with Potter's zoning officer, Dave Hagen.

FIRE DEPARTMENT:

There was no Fire Department report.

ROAD DEPARTMENT:

Ms. Matsco reported that the Board would like the GHRIP municipalities to meet again regarding the GHRIP Equipment Agreement that everyone has been reviewing to be sure everyone is in agreement.

POLICE DEPARTMENT:

There was no Police Department report.

RECREATION BOARD:

Ms. McCoy's report on the Recreation Board events for 2018 from their January 18th meeting:

March 23SPRING BINGO6PMJuly 12MOVIE IN THE PARK8PMAugust 4ANNUAL PICNIC4:30PMNovember 1050'S SENIOR DINNER5PMDecember 7CHRISTMAS BINGO6PM

REAL ESTATE TAX COLLECTOR:

Christie Floyd-Gabel submitted the real estate tax collection report for the month of December 2017.

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TREASURER'S REPORT:

The balance in the	General Fund Account is	\$323,707.37	Bills for this account totaled \$67,202.59
The balance in the	State Liquid Fuels Account is	\$120.13	There were no bills for this account
The balance in the	Capital Equipment Account is	\$84,827.11	There were no bills for this account
The balance in the	Escrow Money Account is	\$531,797.33	Bills for this account totaled \$19,574.50
The balance in the	Wage Tax Account is	\$60,159.50	There were no bills for this account
The balance in the	Public Safety Account is	\$1,819,349.64	There were no bills for this account
The balance in the	DCNR Grant Fund Account is	\$4,219.41	Bills for this account totaled \$29,066.19

MOTION: AI Cwynar SECOND: Earl Shamp MOTION CARRIED MOTION TO APPROVE THE TREASURER'S REPORT AND PAY THE BILLS FOR THE MONTH OF JANUARY.

ANNOUNCEMENTS:

The Supervisors will hold a Work Session on Wednesday, February 7th at 6:00 pm.

The next Regular Business Meeting is scheduled for Wednesday, February 14th at 6:00 pm.

The Planning Commission will meet on Thursday, February 15th at 7:00 pm in the Township building.

The Township office will be closed Monday, February 19th for President's Day.

The Board and Mr. Jones went into Executive Session from 6:50 pm - 7:12 pm for litigation.

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED

THERE BEING NO FURTHER BUSINESS THE MEETING ADJOURNED AT 7:13 PM.

Respectfully Submitted,

Linda McCoy, Secretary